

Submitting Personnel Changes in Acadis

When submitting personnel changes through Acadis, go to the “Personal” tab at the top and click on “See a list of Personnel”, then click on the 3 dots at the end of the row of a person’s name. When “Update Employment” shows up, click on it.

1. In the “Update Action” box, please use: Promotion, Demotion, Separation, On Leave, Suspension, Return from Leave, Return from Suspension, or Interdepartmental Transfer. **(Do NOT Use “Update” or any of the other options- those are NOT used by TN POST).**

-Additionally, POST does not need to be notified if you have supervisor changes for your officers. That is all to be kept in-house.

-Only do “Interdepartmental Transfers” if the officer is moving from Patrol to Corrections or from Corrections back to Patrol **OR** if they are going from a full-time status to a part-time or reserve status. No need to show reassignments from one unit to another (i.e. Traffic to CID or Narcotics to Patrol, etc.)

2. In the “Effective Date” box, **please use the effective date**, current date or a past date if change has already occurred. **DO NOT enter a future date or the entry will be rejected.** ANYTHING can happen BEFORE that date that will change your entry.
3. Next, in “Employment Status” section, **use one of the following:** ACTIVE, ADMIN LEAVE, DECEASED, MATERNITY LEAVE, MEDICAL LEAVE, MILITARY LEAVE, RESIGNED, RETIRED, SUSPENDED, or TERMINATED. (DO NOT use Discharged, Educational Leave, Separated in Lieu of Termination, or Decertified.)

When doing a SEPARATION, make sure to **LIST REASON FOR SEPARATION** in Status box – Resigned, Retired, Terminated, or Deceased. **Do NOT use “Separation” or “Discharged”.** POST HAS to know reason for separation. If they are Terminated, they are NOT eligible for salary supplement and that needs to be viewable in Acadis.

If you are putting someone ON LEAVE, please put **TYPE of leave in Status box** – MEDICAL, ADMIN, MILITARY, etc.

If you are doing a SUSPENSION, put SUSPENDED in Status box.

4. For “Title/Rank”, please list the **appropriate law enforcement** choice.
5. For “Employment Type”, use either **Law Enforcement or Non-Law Enforcement**. (**USE **Non-Law Enforcement** for those going back to Corrections** or a civilian position.)
6. In “Appointment Type”, make sure you clarify whether the person is **Full-time or Part-time**.
7. “Supervisor” – self-explanatory.
8. “Comments”- please put all appropriate comments in this box. Explain the reason for Termination, Suspension, etc., in as much detail as you wish.
9. Don’t forget to click the “Submit Request” button at the bottom right of the page!

Additionally, please remember that **everything you need to know is available on POST website under “Resources” or “Forms and Downloads” tabs**. That information is available 24/7/365 and course numbers are updated each Friday.